

Dunellen Arts and Culture Commission
June 2, 2016 Meeting Minutes
Borough Hall, 2nd Floor, 7:30pm

1. **Introduction of all members in attendance. Quorum.**

- Jason Cilento
- Rachel Appleton
- Heidi Heleniak
- Elizabeth Lopez-Velez
- Cleo Mack
- Margaret Lockwood
- Stephen Mennella

2. **Definition of the commission read by Jason.**

- A. The role of the commission in Dunellen discussed.
- B. The role of the commissioners discussed.
- C. Role of Jason as liason between the Borough Council and the Commission discussed.
- D. Role of Alex Miller, Dunellen Recreation Director as the Administrator of the Commission discussed.

3. **Definition and discussion of the roles** of Chairperson (lead the meetings, set agendas), Vice Chairperson (step in when Chair not available and assist Chair) and Secretary (record the minutes and disperse to Commissioners).

Next meeting will be nominations and voting for Chair, Vice Chair and Secretary.

4. **Discussion about potential subcommittees.**

- Suggestion and discussion about a "research" subcommittee.
- Discussion about looking to other towns such as Metuchen and Rahway for guidance on our commission moving forward.
- Suggestion of compiling a list of what arts-related entities are already in Dunellen. Which are for-profit, which are non-profit.

- Discussion about the possibility of connecting the Commission to the arts in the schools.

5. **Mission and Vision**

- Our mission and vision not yet defined.
- At the next meeting, the focus should be on our mission and mission statement.
- Discussion about looking to other towns for guidance on this.

6. **Strategic Planning**

- Agreed that this any strategic planning cannot occur until we settle upon the Commission's mission statement and vision.

7. **Meeting Dates for remainder of the year.**

- Following meeting dates agreed upon for the remainder of the year:
 - July 14, 2016
 - August 11, 2016
 - September 15, 2016
 - October 3, 2016
 - November 10, 2016

8. **Misc.**

- **Following questions were raised:**
 - Can a commissioner who cannot physically attend a meeting conference in to the meeting via technology (phone, Skype, etc.) and be considered 'in attendance' for purposes of a quorum and voting?
 - If there has to be a cancellation of a meeting due to lack of a quorum or other reasons, is there a certain amount of days notice that need to be given to the public? How many days notice would be required?
 - Are commissioners permitted to personally donate to the Commission?

- o Can the Commission create and maintain a 'google docs'- type folder where idea, documents, websites, etc., of interest to the Commission and its mission can be dropped and shared among the commissioners?

- It's agreed that Jason will put all of the above question to Municipal Clerk, Bill Robins for guidance/ answers.

- Review of next meeting's topics
- Meeting adjourned at 8:26pm.